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POW-1

Place of Work Coding Manual

Automated Coding

Revised July 22, 1996

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Place of Work Coding Manual

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Social, Institutions and
Labour Statistics Field

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I. Introduction to the Place of Work Variable

The Place of Work (POW) variable identifies the physical location of Canada's experienced labour force while they are at work. By comparing this information with a respondent's place of residence, Statistics Canada is able to produce origin/destination patterns of where people live and where they work. POW data also helps identify characteristics such as income, marital status, etc., of people who work (not necessarily live) within specific geographic areas.

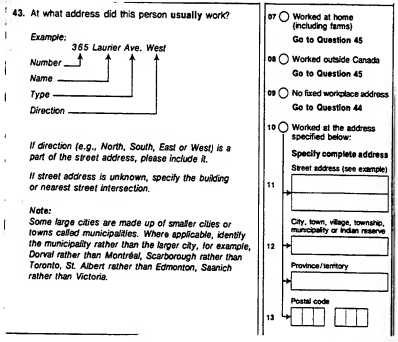
The Place of Work question has two objectives. The first objective is to identify respondents Place of Work status. Place of Work status is indicated by a respondent checking one of the four following check-off circles:

07 ○ **Worked at home**

08 ○ **Worked outside Canada**

09 ○ **No fixed workplace address**

10 ○ **Worked at the address specified below:**



When a respondent indicates a POW status of "Worked at the address specified below" (circle 10), the respondent is asked to identify his/her specific geographic location of work by providing a full address in spaces 11, 12 and 13 of the Place of Work question.

The second objective of the POW question is to identify the specific geographic location of workplaces, for anyone specifying a usual workplace address.

Worked at the address specified below:

Specified Complete Address

Street Address

City, town, village, township, municipality or Indian reserve

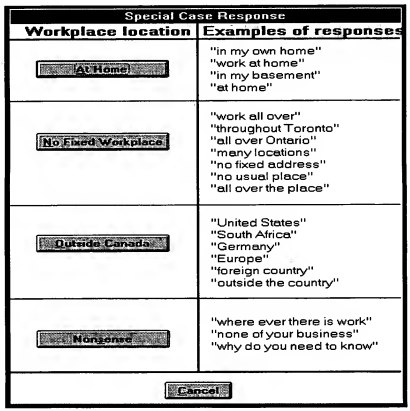
Province/territory

Postal code

II. Three Tiers of Coders

POW responses are loaded on to individual work stations where, as a coder you will review them. You will compare these responses to reference file records, and code them by matching the response provided by the respondent to a reference file record. The POW Interactive Coding System is Windows-based, allowing you to do all this by using a mouse. You can use your mouse to select the reference file you wish to search, and scroll through reference file records. Once you have reviewed the response, you will either code the response to a reference file record, identify the response as a special case, or refer the response to a more expert level of coder.

You will identify a response as a **special case** when the information provided by the respondent makes it impossible to code the response to a reference file record. You have four choices when coding a **special case**.



A. Tier 1 Coders

Your responsibilities as a Tier 1 coder are:

1. to review all POW responses and perform one of the following actions: code the response using a reference file, code the response as a special case or refer the response to a Tier 2 coder – the majority of POW responses will be coded by Tier 1 coders; and

2. to recode responses coded by other Tier 1 coders. This is known as Tier 1 Quality Control coding.

B. Tier 2 Coders

The coding process for Tier 1 and Tier 2 coders is very similar. There is however one major coding difference. Tier 2 coders have access to an additional reference file. Using a Census Tract button, responses can be coded to a different level of geography, the Census Tract. Your responsibilities as a Tier 2 coder are:

1. to code responses which Tier 1 coders have referred;

2. to adjudicate in those instances where Tier 1 coders and Tier 1 Quality Control coders disagree on the correct code to assign to a response;

3. to recode all responses from Tier 1 which failed Quality Control; and

4. to recode responses coded by other Tier 2 coders. This is known as Tier 2 Quality Control coding.

C. Tier 3 Coders

Tier 3 coders face the challenge of making coding decisions concerning those responses which are extremely difficult to code. There are four sources of responses which Tier 3 coders will code.

1. They will adjudicate in those instances where Tier 2 coders and Tier 2 Quality Control coders disagree on the correct code to assign to a response.

2. They will recode all responses from Tier 2 which failed Quality Control.

3. They will code responses which have been referred by Tier 2 coders.

4. They will code responses which were deferred by a Tier 3 coder at an earlier time. Responses which have been deferred originated from sources 1, 2 or 3 above.

III. Reference Files

Five reference files are available to code POW responses. Each reference file contains records which have been linked to geocodes by identifying a specific geographic location. The reference files will appear like this on your screen:

A. Reference File Default Order

When a response is loaded, the POW Interactive Coding System has been programmed to automatically default to a specific reference file and proceed with a search in that specific reference file, according to the response provided by the respondent.

If the respondent provided a postal code in his/her response, the system will automatically open the Postal Codes reference file and identify the postal code record which comes closest to matching the respondent's postal code.

➔ Eastman Trucking, 125 North St. E., Ottawa, Ontario, **K1R 7T9**

If a postal code was not provided by the respondent, the system will automatically open the Businesses/Buildings reference file. The system will then automatically identify the reference file record which comes closest to matching the respondent's Industry Name of Firm response.

➔ **Eastman Trucking**, 125 North St. E., Ottawa, Ontario

If the respondent did not provide an Industry Name of Firm response, the system will automatically open the Street Addresses reference file. The system will automatically search for the reference file record which comes closest to matching the respondent's city and street response.

➔ **125 North St. E., Ottawa, Ontario**

There are two reference files which the system will never open automatically: the Intersections reference file and the Cities/Towns reference file. You must click the corresponding button to open either of these reference files.

If the respondent has provided an intersection as the location for their Place of Work, click on the Intersections reference file button. The system will identify the closest matching reference file city and then the Street 1 record. You will then have to find a match by scrolling through the intersecting Street 2 records.

➔ **Nepean St at Bank St, Ottawa**

If the respondent has provided only a placename as the location for their Place of Work, click on the Cities/Towns reference file button and the system will identify the closest matching reference file record.

➔ **Glebe, Ottawa**

When the system opens a specific reference file by default and automatically identifies the closest matching reference file record, the reference file record may match the response exactly, allowing you to code the response. In most cases, the reference file record identified by the system will be close but will not match exactly, in which case a more thorough search is needed. However, the default gives you a starting point to make processing quicker and easier.

IV. The Postal Codes Reference File

The Postal Codes reference file contains most postal codes in Canada, with the corresponding civic number range, odd or even indicator for the civic number, placename, street name, street type, street direction, city, CMA and province name. This file allows the postal code provided by the respondent to be matched to the six characters of the reference file postal code.

When a response is loaded into the POW Interactive Coding System with a respondent-provided postal code, the Postal Codes reference file will automatically open and identify the closest matching postal code record in the reference file. You may choose to code the response to the reference file record the system has identified or search for a closer match. Within the Postal Codes reference file, primary searches can be initiated using either the Postal code, City or CMA, with secondary searches on Street.

The following example shows a reference file record identified by the system, when a respondent-provided postal code of **K1R 7W4** was loaded into the system.

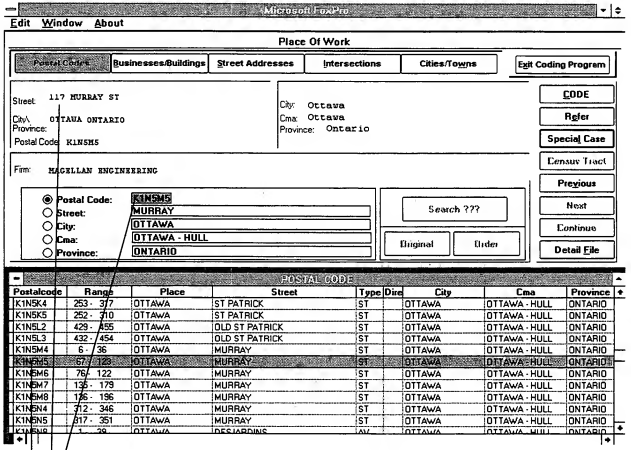
Postal Code

Postalcode	Range	Oddeven	Place	Street	Type	Direction	City	Cma	Province
K1R7V8	746 - 760	E	OTTAWA	ALBERT	ST		OTTAWA	OTTAWA - HULL	ONTARIO
K1R7W1	170 - 222	E	OTTAWA	BOOTH	ST		OTTAWA	OTTAWA - HULL	ONTARIO
K1R7W3	100 - 140	E	OTTAWA	PRESTON	ST		OTTAWA	OTTAWA - HULL	ONTARIO
K1R7W6	80 - 120	E	OTTAWA	FLORENCE	ST		OTTAWA	OTTAWA - HULL	ONTARIO
K1R7w7	710 - 738	E	OTTAWA	ALBERT	ST		OTTAWA	OTTAWA - HULL	ONTARIO
K1S0A1	16 - 20	E	OTTAWA	REDMOND	PL		OTTAWA	OTTAWA - HULL	ONTARIO
K1S0A2	5 - 19	O	OTTAWA	MONTCALM	ST		OTTAWA	OTTAWA - HULL	ONTARIO
K1S0A3	14 - 34	E	OTTAWA	MONTCALM	ST		OTTAWA	OTTAWA - HULL	ONTARIO
K1S0A4	47 - 83	O	OTTAWA	HAVELOCK	ST		OTTAWA	OTTAWA - HULL	ONTARIO
K1S0A6	32 - 80	E	OTTAWA	HAVELOCK	ST		OTTAWA	OTTAWA - HULL	ONTARIO
K1S0A9	1 - 31	O	OTTAWA	HAWTHORNE	AV		OTTAWA	OTTAWA - HULL	ONTARIO

A. Coding With the Postal Codes Reference File

When the Postal Codes reference file is opened, follow the procedures outlined below.

Compare the postal code provided by the respondent to the postal code record in the reference file which the system has automatically identified.



A postal code was provided. ***KIN5M5***

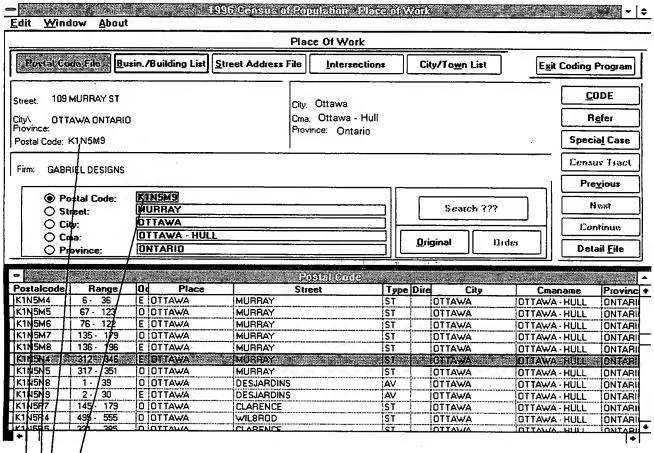
The response provided was ***117 MURRAY ST OTTAWA ONTARIO K1N5M5.***

The system automatically opened the Postal Codes reference file and identified the closest matching reference file record with a postal code of ***K1N5M5*** between an ***O(dd)*** street range of ***67 - 123*** on the street of ***MURRAY*** in the city of ***OTTAWA*** in the CMA of ***OTTAWA-HULL*** in the province of ***ONTARIO.***

The reference file record identified by the system matches the response.

If the response and reference file address components match, code the response.

If the response provided by the respondent and the reference file record identified by the system do not match, scroll up and down the reference file in search of a record which matches the response.



A postal code was provided. ***K1N5M9***

The response provided was ***109 MURRAY ST OTTAWA ONTARIO K1N5M9***.

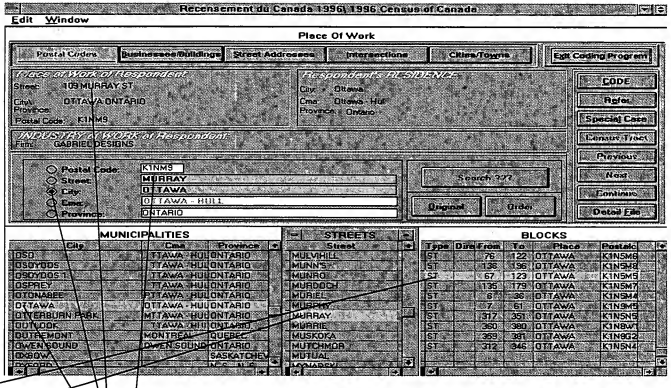
The system automatically opened the Postal Codes reference file and identified the closest matching reference file record with a postal code of ***K1N5N4*** between an ***E(even)*** street range of ***312 - 346*** on the street of ***MURRAY*** in the city of ***OTTAWA*** in the CMA of ***OTTAWA-HULL*** in the province of ***ONTARIO***.

The response and Postal Codes reference file record do not match. By scrolling up, a correct match can be found with the Postal Codes reference file record of ***K1N5M5*** between an O(dd) street range of ***67 - 123*** on the street of ***MURRAY*** in the city of ***OTTAWA*** in the CMA of ***OTTAWA-HULL*** in the province of ***ONTARIO***.

The reference file record you identified by scrolling matches the response.

If the response and reference file address components match except for the postal code, code the response.

If the response provided by the respondent and the reference file record identified by the system do not match, perform a primary search. Use City for the primary search and initialize the secondary search on Street.



A match could not be achieved using the postal code. ***K1NM9***

The response provided was ***109 MURRAY ST OTTAWA ONTARIO K1NM9.***

A primary search is initiated using City. ***OTTAWA***

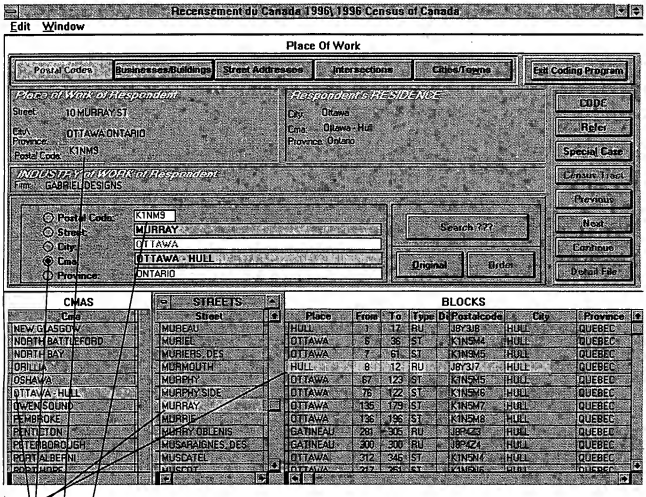
A secondary search is initiated on Street. ***MURRAY***

The searches have identified the reference file record in the city of ***OTTAWA***, on ***MURRAY ST*** between an ***(O)dd*** street range of 67 to 123 at postal code of ***K1N5M5.***

The reference file record identified by the search matches the response.

If the response and reference file address components match except for the postal code, code the response.

If the response provided by the respondent and the reference file record identified by the system do not match, perform a primary search. Use CMA for the primary search and initialize the secondary search on Street.



A match could not be achieved using the postal code. ***K1NM9***

The response provided was ***10 MURRAY ST OTTAWA ONTARIO K1NM9.***

A primary search is initiated using CMA. ***OTTAWA-HULL***

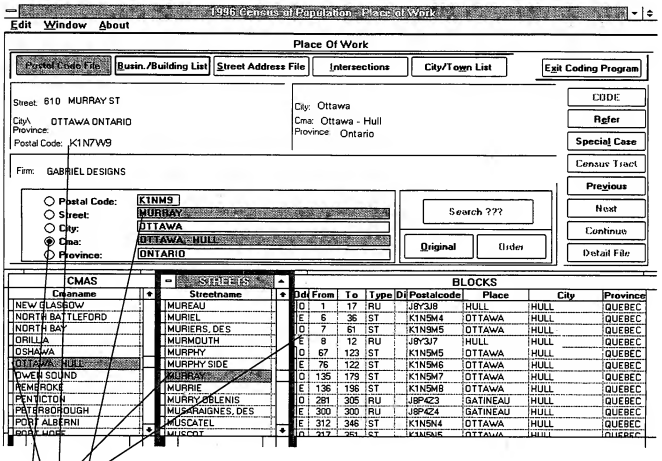
A secondary search is initiated on Street. ***MURRAY***

The searches have identified the reference file record in the CMA of ***OTTAWA-HULL*** on ***MURRAY ST*** between an **(O)dd** street range of **8 to 12** in the city of ***VANIER*** at postal code ***K1N9M7.***

The reference file record identified by the search is very similar. The respondent has identified the city of Ottawa when he/she should have written Vanier.

If the response and reference file address components match except for the postal code and city name, code the response.

If the response provided by the respondent and the reference file record identified by the system do not match, continue your search by comparing the postal codes.



A match could not be achieved using the postal code. ***K1NM9***

The response provided was ***610 MURRAY ST OTTAWA ONTARIO K1N7W9.***

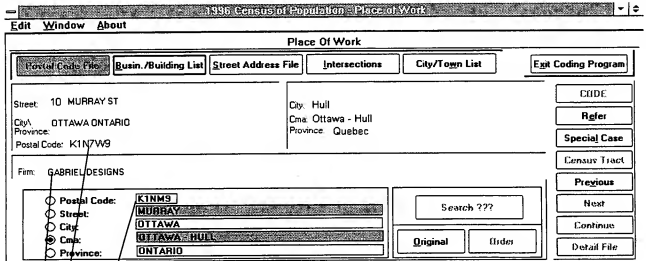
A primary search is initiated using CMA. ***OTTAWA-HULL***

A secondary search is initiated on Street. ***MURRAY***

The searches have identified the reference file record in the CMA of ***OTTAWA-HULL***, on ***MURRAY ST.*** A civic street range which matches the response cannot be found.

The reference file record identified by the search does not match the response.

If the postal code provided by the respondent is different from the parent search postal code, initiate another search. Use the respondent's postal code for the search. Continue coding.



A match could not be found using the search postal code. ***K1NM9***

The respondent-provided postal code is different than the search postal code ***K1N7W9***. Go through the procedures again using the respondent-provided postal code.

If the respondent has provided a firm name, continue your search by opening the Businesses/Buildings reference file. **Businesses/Buildings**

If the respondent has not provided a firm name, continue your search by opening the Street Addresses reference file. **Street Addresses**

Note: To code a response, ensure that:

1. the street name provided by the respondent is similar to the reference file record street name; and that
2. the civic number provided by the respondent falls within the reference file record civic street range. (Watch for the O-odd and E-even identifiers.)

V. The Businesses/Buildings Reference File

The Businesses/Buildings reference file contains most business and building names in Canada, with a corresponding civic number, placename, street name, street type, street direction, city, CMA and province name. This reference file allows responses to be coded by matching business or building reference file records to firm name and address provided by the respondent.

When the Businesses/Buildings reference file is opened and the respondent has provided an Industry Name of Firm response, the system will automatically identify the closest matching reference file record. A secondary search on City will also be required. You may either choose to code using the reference file record the system has identified or search the reference file for a closer match. Within the Businesses/Buildings reference file, primary searches can be initiated using either the business or building name, Street, City or CMA with secondary searches on City with Street, or Street with City and CMA.

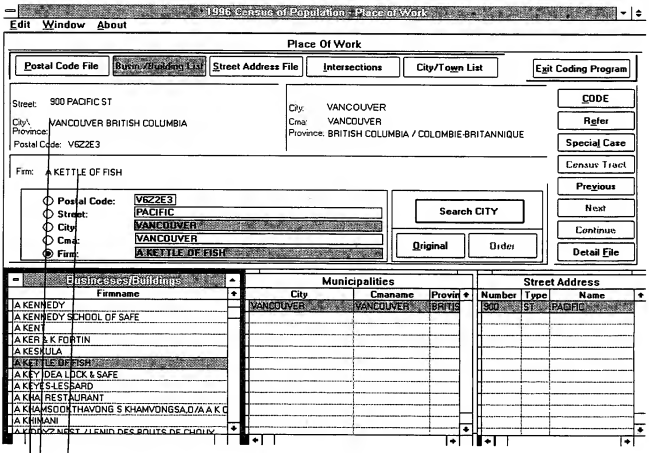
The following example shows a business record for the **Humour Institute** in the city of **North York** located within the CMA of **Toronto** in the Province of **Ontario** at **5400 Yonge St**. If the firm name and address provided by the respondent match this reference file record, code the response using the coding button.

Businesses/Buildings	Municipalities			Street Address		
Firmname	City	Cma	Province	Number	Type	Name
HUMMINGBIRD'S LDFT	NORTH YORK	TORONTO	ONTARIO	5400	ST	YONGE
HUMONICS INTERNATIONAL						
HUMOUR INSTITUTE						
HUMPAGE TAYLOR MC DONALD						
HUMPBACK VALLEY CAMPGROUND LTD						
HUMPBACKMOTORCYCLES						
HUMPERDINK CANADA						
HUMPESEI COMPANY LTD						
HUMPHREY & PATERSON						
HUMPHREY ALUMINUM						
HUMPHREY ALUMINUM PRDDUCTS LTD						
HUMPHREY ALUMINUM WINDDWS LTD						

A. Coding with the Businesses/Buildings Reference File

When the Businesses/Buildings reference file is opened, follow the procedures outlined below.

Compare the name of the firm provided by the respondent to the Businesses/Buildings reference file record the system has identified.



A firm name was provided. ***A KETTLE OF FISH***

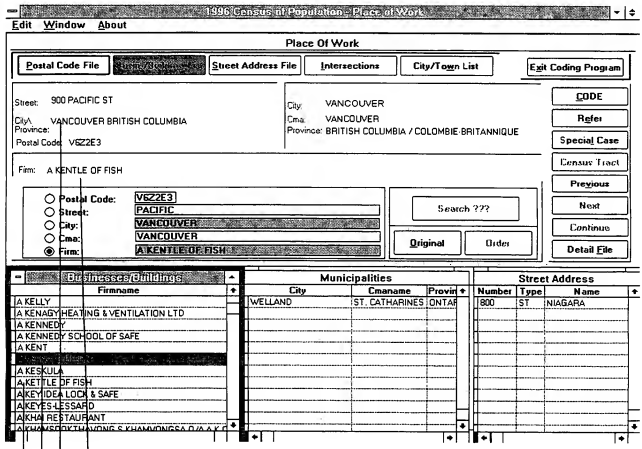
The response provided was ***900 PACIFIC ST VANCOUVER BRITISH COLUMBIA V6Z2E3***.

When the Businesses/Buildings reference file was opened, the system automatically identified the closest matching reference file record with a firm name of A ***KETTLE OF FISH***, at an address of ***900 PACIFIC ST***, in the city of ***VANCOUVER***, in the province of ***BRITISH COLUMBIA***.

The reference file record identified by the system matches the response.

If the response and reference file firm name and address components are very similar, code the response.

If the firm name provided by the respondent and the reference file record identified by the system do not match, scroll up and down the reference file in search of a record which matches the response.



A firm name was provided. ***A KENTLE OF FISH***

The response provided was ***900 PACIFIC ST VANCOUVER BRITISH COLUMBIA V6Z2E3.***

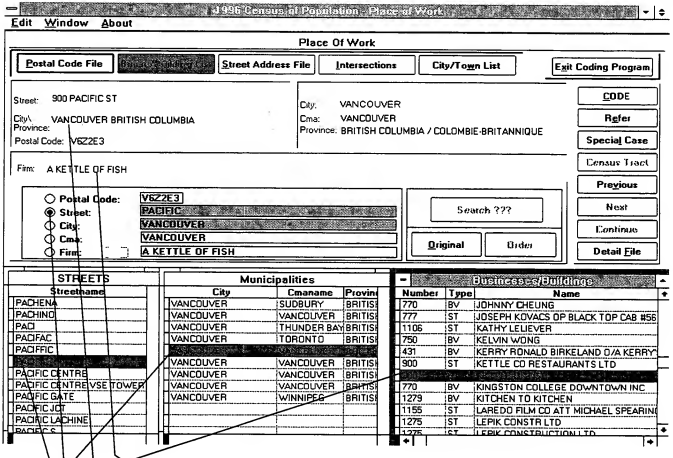
When the Businesses/Buildings reference file was opened, the system automatically identified the closest matching reference file record with a firm name of ***A KER & FORTIN***, at an address of ***800 NIAGARA ST***, in the city of ***WELLAND***, in the province of ***ONTARIO.***

The response provided by the respondent and the Businesses/Buildings reference file record do not match. By scrolling, a match can be found with ***A KETTLE OF FISH.***

The reference file record you have identified by scrolling matches the response.

If the response and reference file firm name and address components are very similar, code the response.

If the response provided by the respondent and the reference file record identified by the system do not match, perform a primary search. Use Street for the primary search and initialize the secondary search on City.



A match could not be achieved using the firm name. ***A KETTLE OF FISH***

The response provided was ***900 PACIFIC ST VANCOUVER BRITISH COLUMBIA V6Z2E3***.

A primary search is initiated using Street. ***PACIFIC***

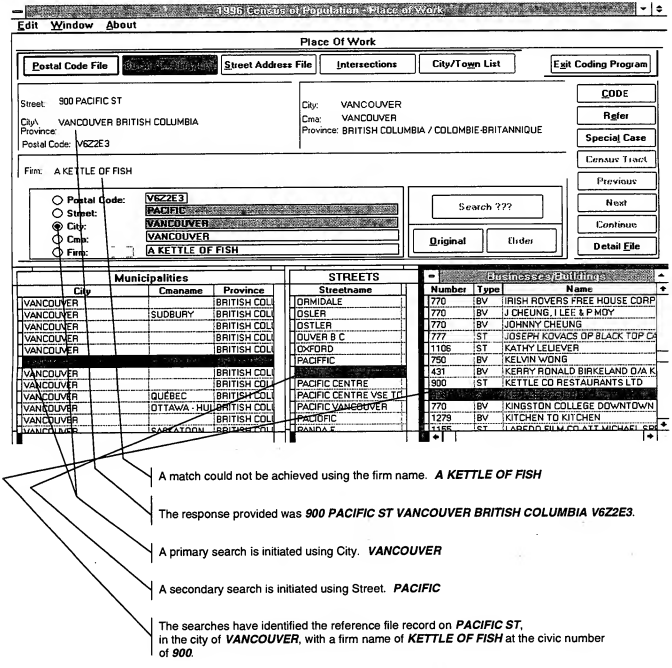
A secondary search is initiated using City. ***VANCOUVER***

The searches have identified the reference file record on ***PACIFIC ST***, in the city of ***VANCOUVER***, with a firm name of ***KETTLE OF FISH*** at the civic number of ***900***.

The reference file record identified by the search matches the response.

If the response and reference file firm name and address components are very similar, code the response.

If the response provided by the respondent and the reference file record identified by the system do not match, perform a primary search. Use City for the primary search and initialize the secondary search on Street.



A match could not be achieved using the firm name. ***A KETTLE OF FISH***

The response provided was ***900 PACIFIC ST VANCOUVER BRITISH COLUMBIA V6Z2E3***.

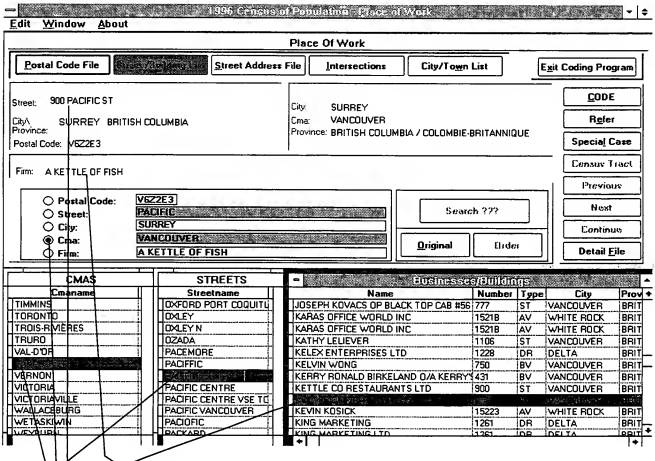
A primary search is initiated using City. ***VANCOUVER***

A secondary search is initiated using Street. ***PACIFIC***

The searches have identified the reference file record on ***PACIFIC ST***, in the city of ***VANCOUVER***, with a firm name of ***KETTLE OF FISH*** at the civic number of ***900***.

If the response and reference file firm name and address components are similar, code the response.

If the response provided by the respondent and the reference file record identified by the system do not match, perform a primary search. Use CMA for the primary search and initialize the secondary search on Street.



A match could not be achieved using the firm name. ***A KETTLE OF FISH***

The response provided was ***900 PACIFIC ST SURREY BRITISH COLUMBIA V6Z2E3***.

A primary search is initiated using CMA. ***VANCOUVER***

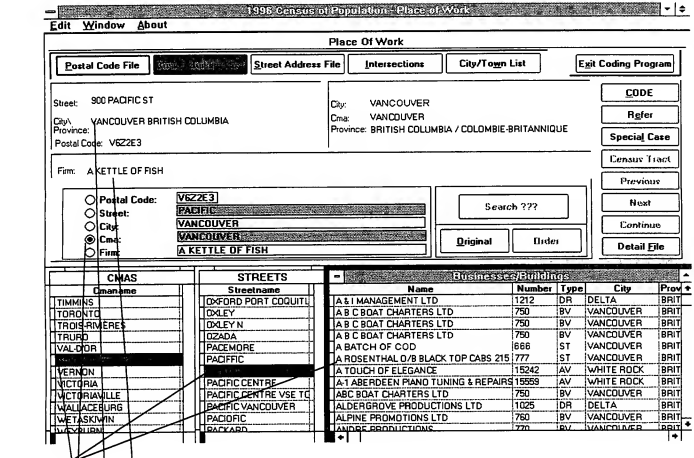
A secondary search is initiated using Street. ***PACIFIC***

The searches have identified the reference file record on **PACIFIC ST**, in the CMA of ***VANCOUVER***, with a firm name of ***KETTLE OF FISH*** at the civic number of ***900***.

The reference file record identified by the search matches the response.

If the response and reference file firm name and address components are similar, code the response.

If the response provided by the respondent and the reference file record identified by the system do not match, continue your search.



A match could not be achieved using the firm name. ***A KETTLE OF FISH***

The response provided was ***900 PACIFIC ST VANCOUVER BRITISH COLUMBIA V6Z2E3.***

A primary search is initiated using CMA. ***VANCOUVER***

A secondary search is initiated using Street. ***PACIFIC***

The searches have identified reference file records on the street of ***PACIFIC***, in the CMA of ***VANCOUVER*** but a similar firm name could not be found at a corresponding civic number.

The reference file record identified by the search does not match the response.

Continue your search by opening the Street Addresses reference file.

Note: To code a response, ensure that:

for a single record occurrence in a City/CMA:
1- the City/CMA are the same for the response and record;
2- the firm name provided by the respondent is very similar to the firm name on the reference file; and
3- you are certain that the business/building occurs only once in the City/CMA (spelling differences).

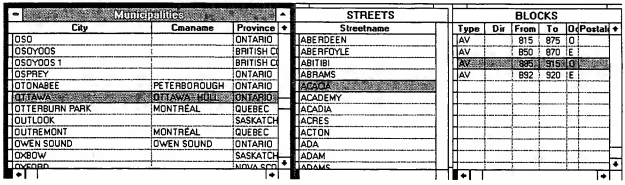
for multiple record occurrences in a City/CMA:
1- the City/CMA are the same for the response and record;
2- the firm name provided by the respondent is very similar to the firm name on the reference file;
3- the street name provided by the respondent is very similar to the street name on the reference file; and
4- thecivic number provided by the respondent falls in/close to the civic number range on the reference file.

VI. The Street Addresses Reference File

The Street Addresses reference file contains most civic addresses for urban areas in Canada. It includes corresponding civic number range, odd or even indicator for the civic number, street name, street type, street direction, city, CMA and province name. This allows you to code by matching responses with different components of civic addresses.

When the Street Addresses reference file is opened, the system will automatically identify the reference file record which comes closest to matching the response. A secondary search on Street Name will be required, followed by a Blocks search. You may choose to code the response to the reference file record the system has identified or search the reference file for a closer match. Within the Street Addresses reference file, primary searches can be initiated using either the Street, City or CMA, with secondary searches on City with Street, or Street with City and CMA.

The following example shows a reference file record identified by the system when the respondent has provided a civic address of **901 Acacia Av., Ottawa, Ont**. If the response matches the reference file record identified by the system, code the response using the coding button.



Municipalities

City	Cmaname	Province
OSO		ONTARIO
OSOYOOS		BRITISH CO
OSOYOOS 1		BRITISH CO
OSPREY		ONTARIO
OTONABEE	PETERBOROUGH	ONTARIO
OTTAWA	OTTAWA - HULL	ONTARIO
OTTERBURN PARK	MONTREAL	QUEBEC
OUTLOOK		SASKATCH
OUTREMONT	MONTREAL	QUEBEC
OWEN SOUND	OWEN SOUND	ONTARIO
OXBOW		SASKATCH
OXFORD		NOVA SCO

STREETS

Streetname
ABERDEEN
ABERFOYLE
ABITIBI
ABRAMS
ACADIA
ACADEMY
ACADIA
ACRES
ACTON
ADA
ADAM
ADAMS

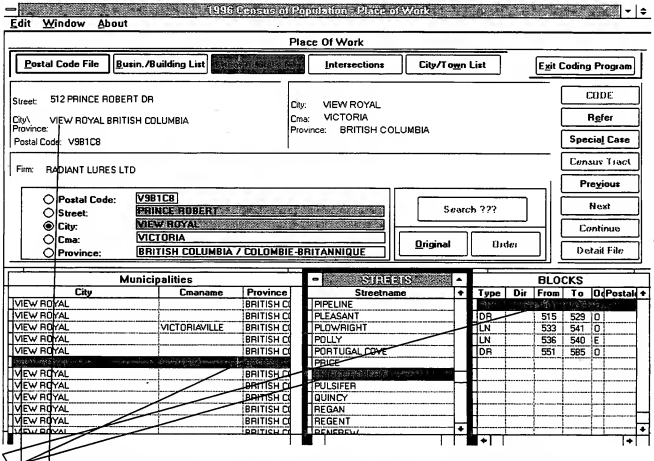
BLOCKS

Type	Dir	From	To	O/E	Postal
AV		815	875	O	
AV		850	870	E	
AV		885	915	O	
AV		892	920	E	

A. Coding With the Street Addresses Reference File

When the Street Addresses reference file is opened, follow the procedures outlined below.

Compare the address provided by the respondent to the reference file record the system has identified.



The respondent-provided address was ***512 PRINCE ROBERT DR VIEW ROYAL BRITISH COLUMBIA V9B1C8***.

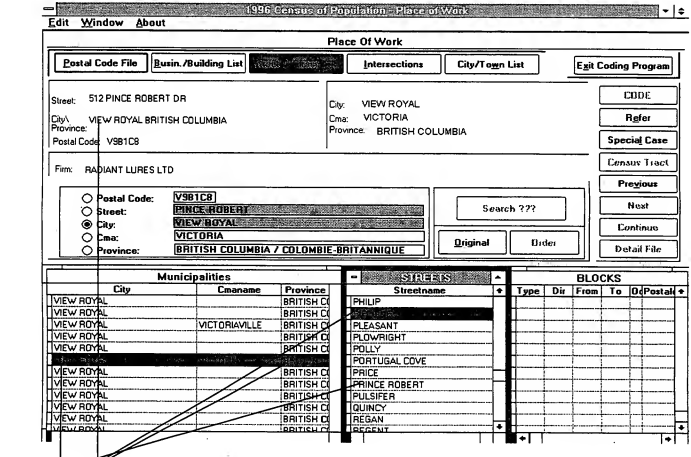
When the Street Addresses reference file was opened, the system automatically identified the closest matching reference file record for the city of ***VIEW ROYAL***, in the province of ***BRITISH COLUMBIA*** on the street of ***PRINCE ROBERT***.

All the civic address ranges for ***PRINCE ROBERT*** have been shown. The civic number of ***512*** provided by the respondent has to be matched to the record with a street type of ***DR*** in the ***E(even)*** civic number range ***From 500 To 590***.

The reference file record identified by the system matches the response.

If the response and reference file address components match, code the response.

If the response provided by the respondent and the reference file record identified by the system do not match, scroll up and down the reference file in search of a record which matches the response.



The respondent-provided address was ***512 PINCE ROBERT DR VIEW ROYAL BRITISH COLUMBIA V9B1C8***.

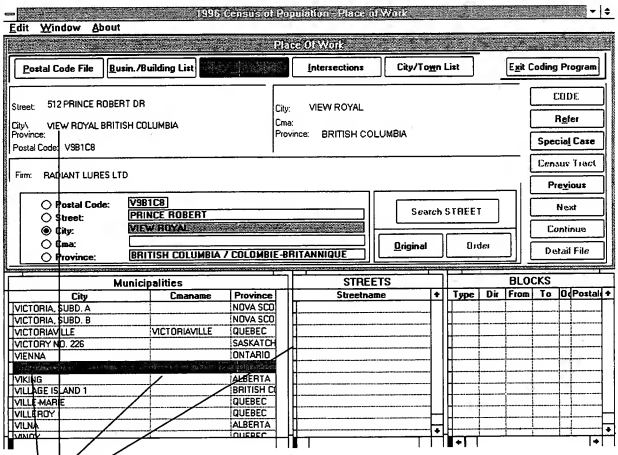
When the Street Addresses reference file was opened, the system automatically identified the closest matching reference file record for the city of **VIEW ROYAL**, in the province of **BRITISH COLUMBIA** on the street of **PIPELINE**.

The response provided by the respondent and the Street Addresses reference file record do not match. By scrolling down, a correct match can be found with ***PRINCE ROBERT***.

The reference file record you identified by scrolling matches the response.

If the response and reference file address components match, code the response.

If you have identified the correct city/place, which is not part of a CMA and the Street field is blank, then open the Cities/Towns reference file and code the response provided by the respondent.



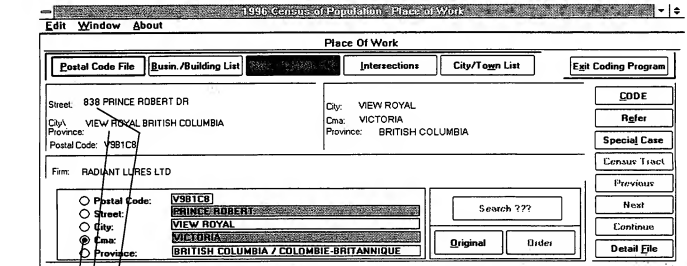
The respondent-provided address was **512 PRINCE ROBERT DR VIEW ROYAL BRITISH COLUMBIA *V9B1C8***.

When the Street Addresses reference file was opened, the system automatically identified the closest matching reference file record for the city of **VIEW ROYAL**, in the province of **BRITISH COLUMBIA**.

When the identified city is not part of a CMA and no streets are shown, you will be unable to code this response using the Street Addresses reference file.

The reference file record you identified with only the city name cannot be matched because a street name or civic number could not be found within that city, therefore open the Cities/Towns reference file.

If the response provided by the respondent and the reference file record identified by the system do not match, perform a primary search. Use CMA for the primary search and initialize the secondary search on Street.



A match could not be achieved using City as a primary search because the response civic number could not be matched.

The respondent-provided address was ***838 PRINCE ROBERT DR VIEW ROYAL BRITISH COLUMBIA V9B1C8***.

A primary search is initiated using CMA. ***VICTORIA***

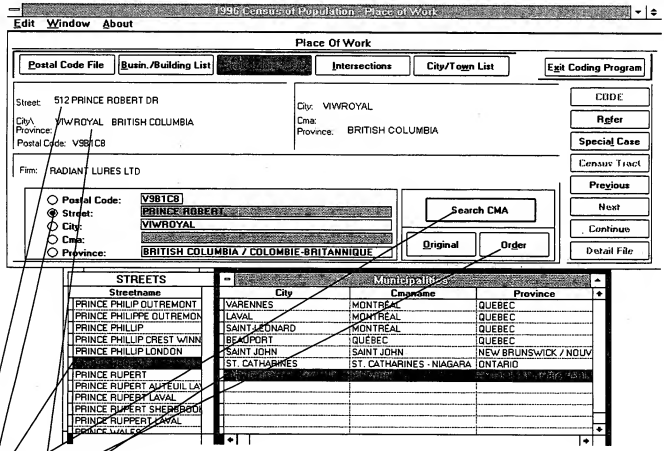
A secondary search is initiated using Street. ***PRINCE ROBERT***

The searches have identified a reference file record in the CMA of **VICTORIA** on ***PRINCE ROBERT DR***, with an ***E(even)*** civic number range ***From 830 To 852***.

The reference file record you identified by the search matches the response.

If the response and reference file address components match, code the response.

If the response provided by the respondent and the reference file record identified by the system do not match, perform a primary search. Use Street for the primary search and initialize the secondary search on City. Use ORDER if necessary to sort the cities, CMAs or provinces to allow an easier search.



A match could not be achieved using CMA as a primary search because the city name provided by the respondent was incorrect.

The respondent-provided address was ***512 PRINCE ROBERT DR VIWROYAL BRITISH COLUMBIA V9B1C8***.

A primary search is initiated using Street. ***PRINCE ROBERT***

A secondary search is initiated using City. ***VIWROYAL***

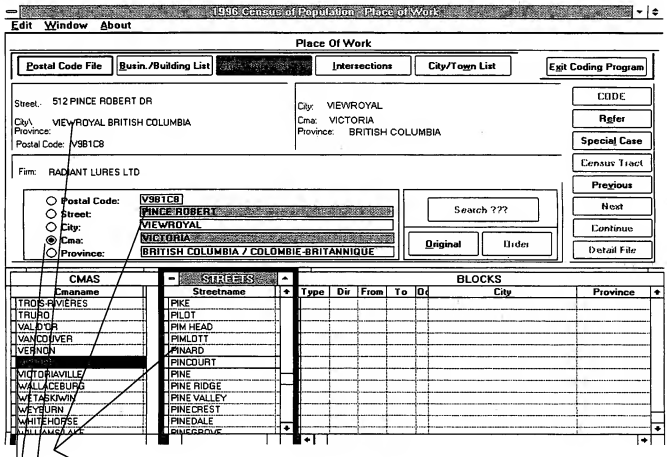
Use ORDER if necessary to sort the Cities, CMAs or Provinces to allow an easier search.

The searches have identified a reference file record on the street ***PRINCE ROBERT***, in the city of ***VIEW ROYAL***.

The reference file record you identified by the searches are similar. The respondent has identified the city of VIWROYAL when she/he should have written VIEW ROYAL.

If the response and reference file address components match, change the CMA primary search key and then code the response.

If the response provided by the respondent and the reference file record identified by the system do not match, refer the response. Enter comments, if necessary, explaining why the response was referred.



A match could not be achieved using CMA as a primary search because the street name provided by the respondent could not be matched.

The respondent provided address was **512 PINCE ROBERT DR VIEWROYAL BRITISH COLUMBIA *V9B1C8***.

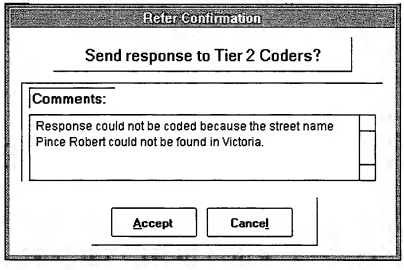
The searches have identified only a reference file record for the CMA of **VICTORIA**.

The reference file record you identified by the searches are not similar. The respondent has identified the street of PRINCE ROBERT which could not be found.

Note: To code a response, ensure that:

1. the City/CMA are the same for the response provided by the respondent and the reference file record;
2. the street name provided by the respondent is very similar to the street name on the reference file record; and
3. the civic number provided by the respondent falls within the civic number range on the reference file record. (Watch for the O-dd and E-even identifiers.)

If the respondent has provided enough information to allow a possible match and you have followed the procedures without being able to confidently code the response, refer the response to Tier 2 coding with a short explanation of why you were unable to code the response.

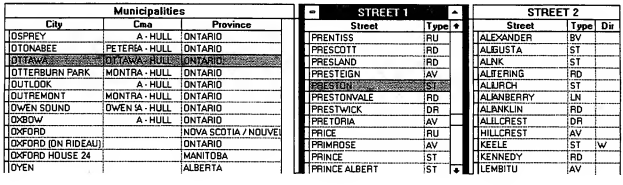


VII. The Intersections Reference File

The Intersections reference file contains the names of most intersecting streets in Canada, with the corresponding city, CMA and province name. This file allows responses to be matched to the intersection of two streets.

When the Intersections reference file is opened, the system will automatically identify the closest matching reference file record to the city and street 1 name provided by the respondent. You may either choose to code the response to the reference file record the system has identified or search the reference file for a closer match. Within the Intersections reference file, primary searches can be initiated using either the City, Street 1 or CMA, with secondary searches on City and CMA, with Street 1 or Street 1 with Street 2.

The following illustration shows a reference file record identified by the system when a response had the city **Ottawa** in the province of **Ontario** with Street 1 as **Preston St**. If the response can be matched to the reference file record identified by the system, code the response.



Municipalities

City	Cma	Province
OSPREY	A - HULL	ONTARIO
OTONABEE	PETERBA - HULL	ONTARIO
OTTAWA	OTTAWA - HULL	ONTARIO
OTTERBURN PARK	MONTRA - HULL	ONTARIO
OUTLOOK	A - HULL	ONTARIO
OUTREMONT	MONTRA - HULL	ONTARIO
OWEN SOUND	OWEN SA - HULL	ONTARIO
OXBOW	A - HULL	ONTARIO
OXFORD		NOVA SCOTIA / NOUVEL
OXFORD (ON RIDEAU)		ONTARIO
OXFORD HOUSE 24		MANITOBA
OYEN		ALBERTA

STREET 1

Street	Type
PRENTISS	RU
PRESCOTT	RD
PRESLAND	RD
PRESTEIGN	AV
PRESTON	ST
PRESTONVALE	RD
PRESTWICK	DR
PRETORIA	AV
PRICE	RU
PRIMROSE	AV
PRINCE	ST
PRINCE ALBERT	ST

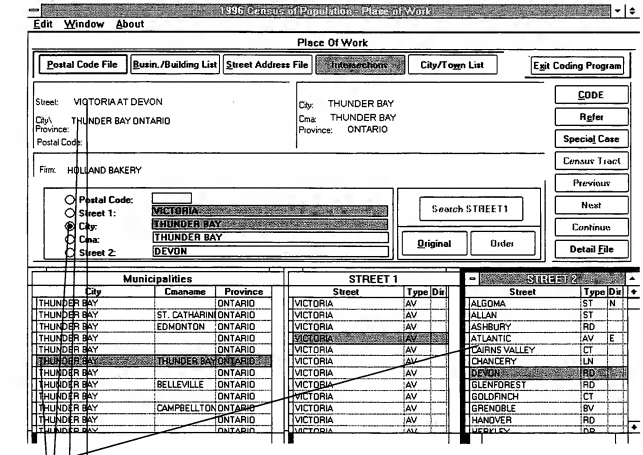
STREET 2

Street	Type	Dir
ALEXANDER	BV	
ALGUSTA	ST	
ALNK	ST	
ALTERING	RD	
ALURCH	ST	
ALVANBERRY	LN	
ALVANKLIN	RD	
ALVLCREST	DR	
HILLCREST	AV	
KEELE	ST	W
KENNEDY	RD	
LEMBITU	AV	

A. Coding With the Intersections Reference File

When the Intersections reference file is opened, follow the procedures outlined below.

Compare the intersection provided by the respondent to the reference file record the system has identified.



An intersection was provided by the respondent as their location of work. ***VICTORIA AT DEVON***

The response provided was ***VICTORIA AT DEVON THUNDER BAY ONTARIO***.

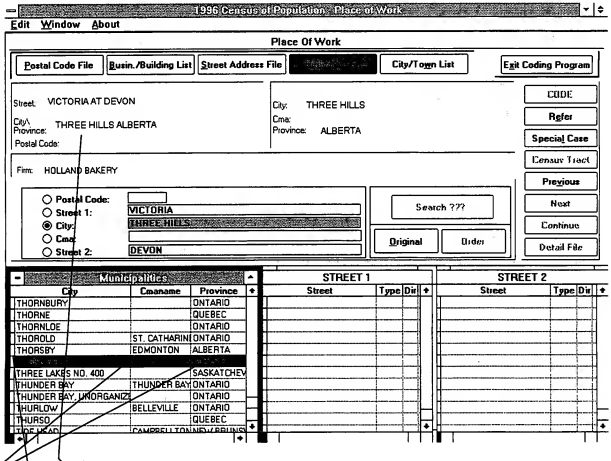
When the Intersections reference file was opened the system automatically identified the city of ***THUNDER BAY*** with the Street 1 of ***VICTORIA***.

The intersecting street could be found by scrolling Street 2. ***DEVON***

The reference file record identified by the system matches the response.

If the response and reference file intersection components match, code the response.

If you have identified the correct city/place, which is not part of a CMA and the Street field is blank, then open the Cities/Towns reference file and code the response provided by the respondent.



The respondent-provided address was ***VICTORIA AT DEVON THREE HILLS ALBERTA***.

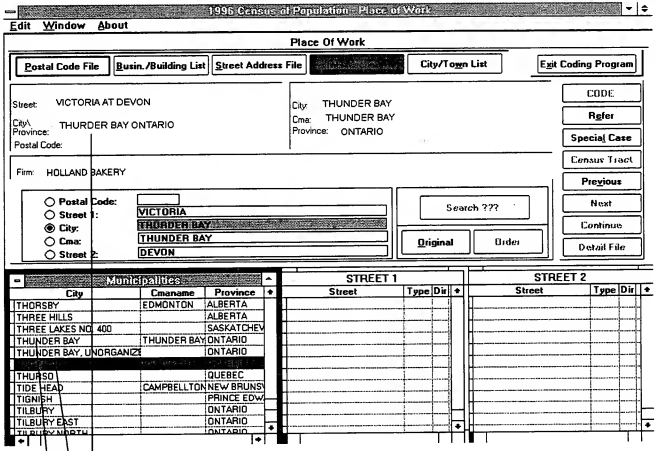
When the Intersections reference file was opened, the system automatically identified the closest matching reference file record for the city of ***THREE HILLS***, in the province of ***ALBERTA***.

When the correct city has been identified, but is not part of a CMA and no streets are shown, you will be unable to code this response using the Intersections reference file.

The reference file record you have identified with only the city name cannot be matched because a Street 1 or Street 2 could not be found within that city, therefore open the Cities/Towns reference file.

Cities/Towns

If the response provided by the respondent and the reference file record identified by the system do not match, scroll up and down the reference file in search of a record which matches the response.



The response provided was ***VICTORIA AT DEVON THURDER BAY ONTARIO***.

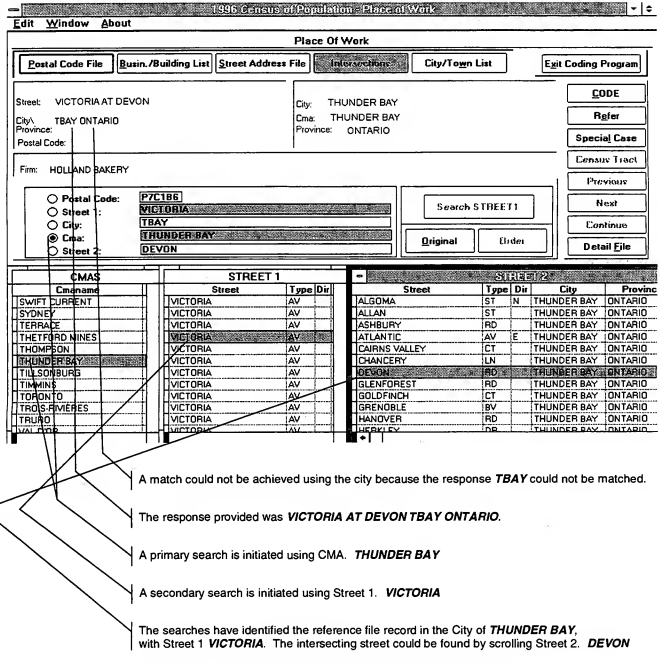
When the Intersections reference file was opened the system automatically identified the city of ***THURLOW***.

The response provided by the respondent and Intersections reference file record do not match. By scrolling, a correct match can be found with ***THUNDER BAY***.

The reference file record you have identified by scrolling matches the response.

If the intersection is located, code the response.

If the response provided by the respondent and the reference file record identified by the system do not match, perform a primary search. Use CMA for the primary search and initialize the secondary search on Street 1.



A match could not be achieved using the city because the response ***TBAY*** could not be matched.

The response provided was ***VICTORIA AT DEVON TBAY ONTARIO.***

A primary search is initiated using CMA. ***THUNDER BAY***

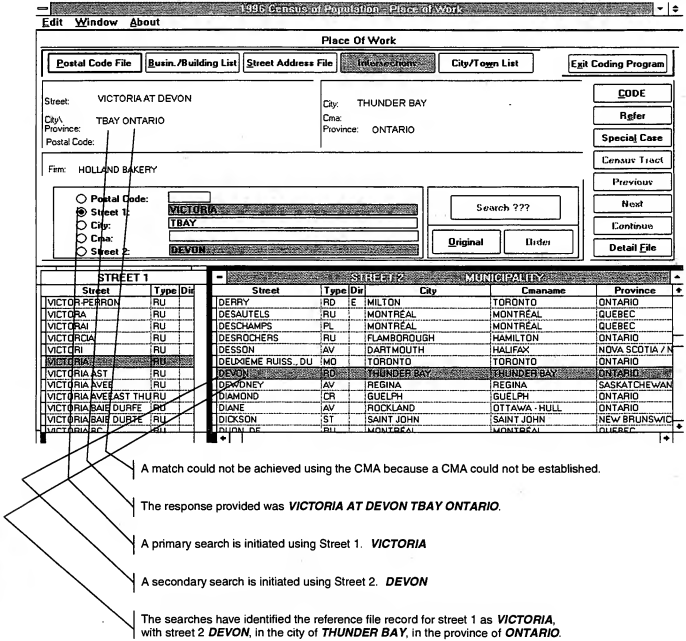
A secondary search is initiated using Street 1. ***VICTORIA***

The searches have identified the reference file record in the City of ***THUNDER BAY,*** with Street 1 ***VICTORIA.*** The intersecting street could be found by scrolling Street 2. ***DEVON***

The reference file record identified by the search matches the response.

If the response and reference file intersection components match, code the response.

If the response provided by the respondent and the reference file record identified by the system do not match, perform a primary search. Use Street 1 for the primary search and initialize the secondary search on Street 2.



A match could not be achieved using the CMA because a CMA could not be established.

The response provided was ***VICTORIA AT DEVON TBAY ONTARIO.***

A primary search is initiated using Street 1. ***VICTORIA***

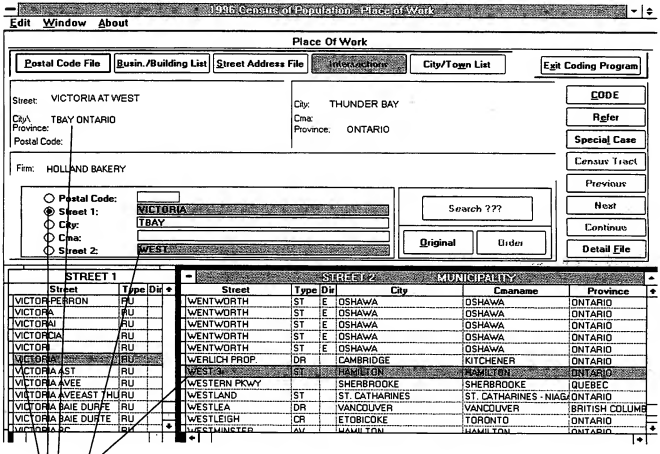
A secondary search is initiated using Street 2. ***DEVON***

The searches have identified the reference file record for street 1 as ***VICTORIA,*** with street 2 ***DEVON,*** in the city of ***THUNDER BAY,*** in the province of ***ONTARIO.***

The reference file record identified by the search matches the response.

If the response and reference file intersection components match, code the response.

If the response provided by the respondent and the reference file record identified by the system do not match, then refer the response. Enter comments, if necessary, explaining why the response was referred.



A match could not be achieved using street 1 as a primary search because the response street 2 could not be matched.

The response provided was ***VICTORIA AT WEST TBAY ONTARIO.***

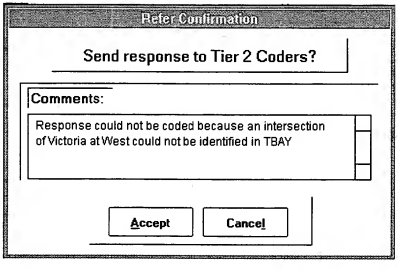
The searches have identified a reference file record for street 1, ***VICTORIA***, intersecting with street 2 ***WEST 3*** in the city of ***HAMILTON.***

The reference file record you identified with the search is not similar. The respondent has identified street 2 as WEST which could not be found.

Note: To code a response, ensure that:

1- the City/CMA are the same for the response provided by the respondent and the reference file record; and
2- the street names provided by the respondent are very similar to the street names on the reference file.

If the respondent has provided enough information to allow a possible match and you have followed the procedures without being able to confidently code the response, refer the response to Tier 2 coding with a short explanation of why you were unable to code the response.



VIII. The Cities/Towns Reference File

The Cities/Towns reference file contains the names of most places in Canada, with the corresponding city or town name, city type, best occurrence of multiples, CMA and province name. This reference file allows responses to be coded by matching placenames. Placenames can be urban neighbourhoods, airports, communities, cities, towns, etc.

When the Cities/Towns reference file is opened, the system will automatically identify the closest matching reference file record to the place provided by the respondent. You may choose to code the response using the reference file record the system has identified or search the reference file for a closer match. With the Cities/Towns reference file, primary searches can be initiated using either the City, CMA or Placename with secondary searches on Placename.

The following example shows a reference file record identified by the system when the respondent wrote Tunney's Pasture in the city of Ottawa in the province of Ontario. If the response matches the reference file record identified by the system, code the response.

Place

Placename	Citytown	Citytype	Best	Cma	Province
TUNNELL	CENTRAL KOOTENAY, SUBD. A	C	1		BRITISH COLUMBIA / COLOMBIE-BRIT
TUNNEYS PASTURE	OTTAWA	C	1	OTTAWA - HULL	ONTARIO
TUNSTALL	ENTERPRISE NO. 142	C	1		SASKATCHEWAN
TUNUNIUK	INUVIK, UNORGANIZED	C	1		NORTHWEST TERRITORIES / TERRI
TUPPER	PEACE RIVER, SUBD. C	C	1		BRITISH COLUMBIA / COLOMBIE-BRIT
TUPPER	RICHMOND, SUBD. A	C	1		NOVA SCOTIA / NOUVELLE-ECOSSE
TUPPER LAKE	KINGS, SUBD. A	C	1		NOVA SCOTIA / NOUVELLE-ECOSSE
TUPPER TOWNSHIP	ALGOMA, UNORGANIZED, NORTH PART	C	1		ONTARIO
TUPPERS TRAILER COURT	ANNAPOLIS, SUBD. C	C	1		NOVA SCOTIA / NOUVELLE-ECOSSE
TUPPERVILLE	ANNAPOLIS, SUBD. A	C	1		NOVA SCOTIA / NOUVELLE-ECOSSE
TUPPERVILLE	BURY	C	1		QUEBEC
TUPPERVILLE	CHATHAM	C	1		ONTARIO

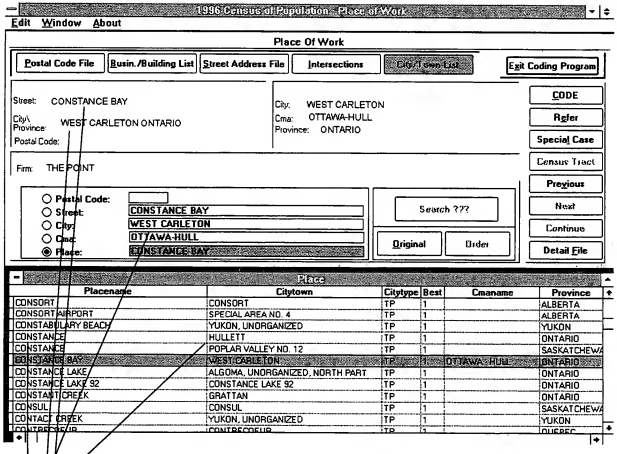
Best Occurrence of multiples:

If a respondent has only identified a placename and a province, it is possible that more than one reference file record will match. When this occurs, check if the respondent's place of residence matches any of the city/town records. If the place of residence matches a city/town record, code the response. If the place of residence does not match any of the multiple city/town records, code the response to the one multiple record that has the "Best Occurrence of Multiples" code of 1. If no matching record has a "Best Occurrence of Multiples" code of 1, refer the response. If more than one record has a "Best Occurrence of Multiples" code of 1, refer the response.

A. Coding With the Cities/Towns Reference File

When the Cities/Towns reference file is opened, follow the procedures outlined below.

Compare the placename provided by the respondent to the reference file record the system has identified.



A placename was provided by the respondent as his/her location of work. ***CONSTANCE BAY***

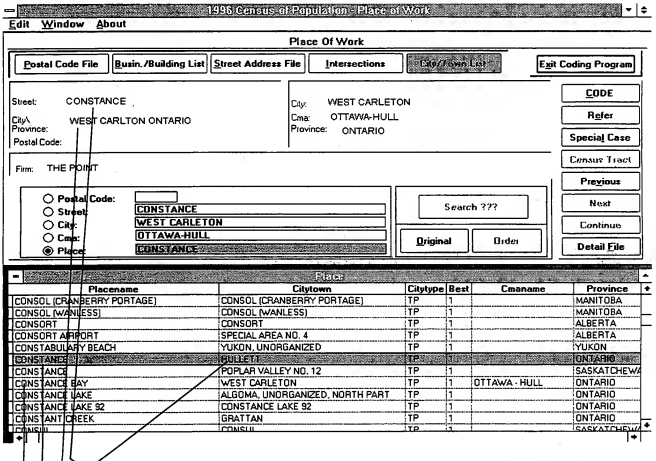
The response provided was ***CONSTANCE BAY WEST CARLETON ONTARIO***.

When the Cities/Towns reference file was opened the system automatically identified the place of ***CONSTANCE BAY*** in the town of ***WEST CARLETON*** in the CMA of ***OTTAWA-HULL***, in the province of ***Ontario***.

The reference file record identified by the system matches the response.

If the response and Cities/Towns reference file record match, code the response.

If the response provided by the respondent and the reference file record identified by the system do not match, scroll up and down the reference file to find the closest match.



A placename was provided by the respondent as his/her location of work. ***CONSTANCE***

The response provided was ***CONSTANCE WEST CARLTON ONTARIO***.

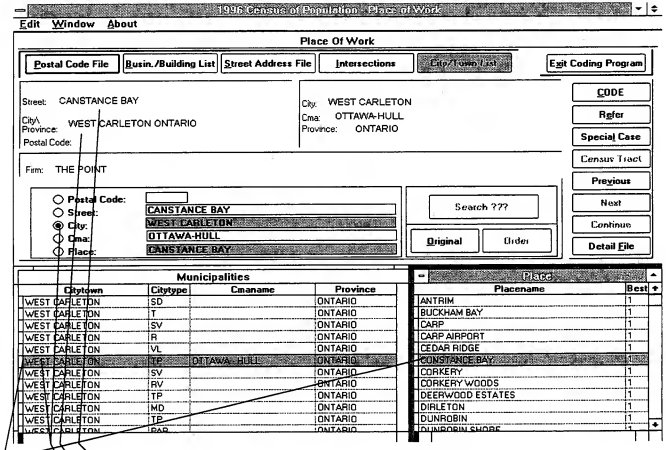
When the Cities/Towns reference file was opened, the system automatically identified the place of ***CONSTANCE*** in the town of ***HULLETT***, in the province of ***ONTARIO***.

The response provided by the respondent and the Cities/Towns reference file record do not match. By scrolling, a correct match can be found with ***CONSTANCE BAY***.

The reference file record identified by the system matches the response.

If the response and Cities/Towns reference file record match, code the response.

If the response provided by the respondent and the reference file record identified by the system do not match, perform a primary search. Use City for the primary search and initialize the secondary search on Place.



A match could not be achieved using the placename ***CANSTANCE BAY.***

The response provided was ***CANSTANCE BAY WEST CARLETON ONTARIO.***

A primary search is initiated using City. ***WEST CARLETON***

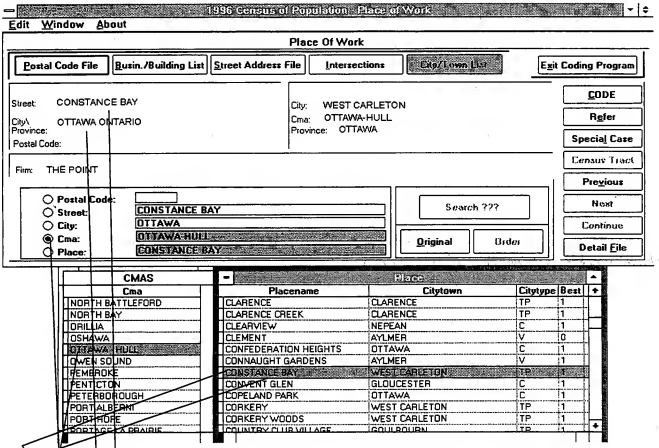
A secondary search is initiated using placename. ***CANSTANCE BAY***

The searches have identified the reference file record in the city of ***WEST CARLETON,*** in the CMA of ***OTTAWA-HULL,*** in the province of ***ONTARIO*** where a placename of ***CONSTANCE BAY*** can be found.

The reference file record identified by the system matches the response.

If the response and reference file place name match, code the response.

If the response provided by the respondent and the reference file record identified by the system do not match, perform a primary search. Use CMA for the primary search and initialize the secondary search on Place.



A match could not be achieved using the placename ***CONSTANCE BAY*** in the city of ***OTTAWA***.

The response provided was ***CONSTANCE BAY OTTAWA ONTARIO***.

A primary search is initiated using CMA. ***OTTAWA-HULL***

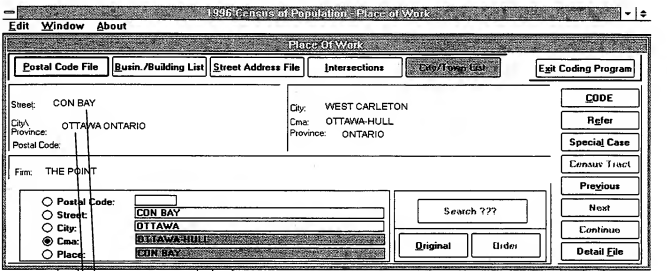
A secondary search is initiated using placename. ***CONSTANCE BAY***

The search have identified the reference file record, in the CMA of ***OTTAWA-HULL***, where a placename of ***CONSTANCE BAY*** can be found in the town of ***WEST-CARLETON***.

The reference file record identified by the system matches the response.

If the response and reference file place name match, code the response.

If the response provided by the respondent and the reference file record identified by the system do not match, refer the response. Enter comments, if necessary, explaining why the response was referred.



CMAS	Place			
Cma	Placename	Citytown	Citytype	Best
NORTH BATTLEFORD	CHUTES-PAUGAN	BUCKINGHAM	V	1
NORTH BAY	CITY VIEW	NEPEAN	C	1
ORILLIA	CLARENCE	CLARENCE	TP	1
OSHAWA	CLARENCE CREEK	CLARENCE	TP	1
OTTAWA-HULL	CLEARVIEW	NEPEAN	C	1
OWEN SOUND	CLEMENT	AYLMER	V	0
PEMBROKE	CONFEDERATION HEIGHTS	OTTAWA	C	1
PENTICTON	CONNAUGHT GARDENS	AYLMER	V	1
PETERBOROUGH	CONSTANCE BAY	WEST CARLETON	TP	1
PORT ALBERNI	CONVENT GLEN	GLOUCESTER	C	1
PORT HOPE	COPELAND PARK	OTTAWA	C	1
PORTAGE LA PRAIRIE	CORKERY	WEST CARLETON	TP	1

A match could not be achieved using the CMA of ***OTTAWA-HULL*** because the placename ***CON BAY*** could not be matched.

The response provided was ***CON BAY OTTAWA ONTARIO***.

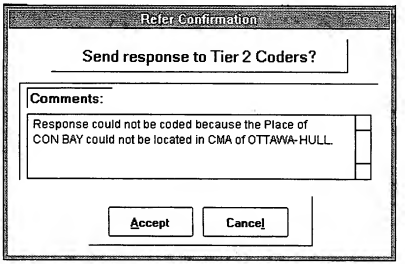
The searches have identified the reference file record for only the CMA of ***OTTAWA-HULL***.

The reference file record you identified by the searches are not similar. The respondent has identified the place of CON BAY which could not be found.

Note: To code a response, ensure that:

1- the City/CMA are the same for the response provided by the respondent and the reference file record;
2- the placename provided by the respondent is very similar to the placename on the reference file record;
3- the provinces match; and
4- you have selected the best occurrence.

If the respondent has provided enough information to allow a possible match and you have followed the procedures without being able to confidently code the response, refer the response to Tier 2 coding with a short explanation of why you were unable to code the response.



IX. Quality Control (QC)

You have many choices available to you when processing responses. A Quality Control System has been established for Interactive Coding to verify that you are accurately coding responses.

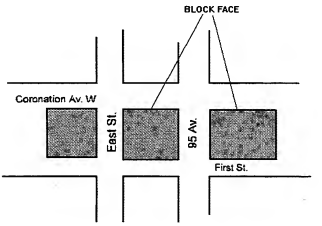
The Quality Control System has been programmed to take a sample from the responses you code during the day. This sample is distributed to other Tier 1 coders for Quality Control. If a large percentage of the quality control codes match the original response codes, all the codes you assigned for that day are accepted and taken out of circulation. If a large percentage of the codes in the sample do not match, they are sent to Tier 2 coders for adjudication. Tier 2 coders recode the sample; the effect is that accuracy of your codes vs. the codes questioned by Tier 1 Quality Control coders can be measured. The system will assign you an error if the Tier 2 coder agree with the Tier 1 Quality Coder; if they judge that your original codes are correct, the error is assigned to the Tier 1 Quality Control coder instead.

As a Tier 1 coder you will be coding responses for the first time, and acting as a Tier 1 Quality Control coder, recoding responses which have previously been coded. You will not know whether the response on your screen has been previously coded or not. All coding errors which you make, either as an original Tier 1 coder or as a Tier 1 Quality Control coder, are recorded and monitored.

X. Glossary

Block-face Representative Point

A block-face is a small recognizable geographic unit to which census data can be associated. The block-face refers to one side of a city street, normally between consecutive intersections with streets or other physical features such as creeks or railways. Each block-face has a representative point which is centered in the middle and associated to geographic coordinates.



Census Agglomeration (CA)

A census agglomeration (CA) is a large urban area which shares a high degree of economic and social integration with adjacent urban and rural areas. A CA is delineated around an urban area with a population of at least 10,000 based on the previous census.

Census Metropolitan Area (CMA)

A census metropolitan area (CMA) is a very large urban area which shares a high degree of economic and social integration with adjacent urban and rural areas. A CMA is delineated around an urban area with a population of at least 100,000 based on the previous census. It is important to keep in mind that the same street may appear in several different cities, if those cities are part of the same CMA (for example, Danforth Avenue will appear in the cities of Toronto, East York and Scarborough, all of which are part of the Toronto CMA).

Census Subdivision (CSD)

The general term which applies to municipalities or their equivalent. Examples are cities, towns, townships, parishes, villages, hamlets, Indian reserves.

Enumeration Area (EA)

An enumeration area is the area canvassed by one census representative. It is the building block of all standard geographic areas. EAs are defined by the number of households they contain (375 maximum in urban areas and 125 minimum in rural areas), and by physical boundaries such as bodies of water and streets. In urban areas, a neighbourhood will usually have several EAs.

Employed Labour Force

The employed labour force includes all persons 15 years of age and over, excluding institutional residents, working for wages or salaries, all persons working in their own business, farm or profession, and all persons working without pay in a family farm or business during the reference week, as well as persons who were absent from their job or business because of illness, labour dispute at their place of work, vacation, etc. at the time of the census.

Experienced Labour Force

The experienced labour force refers to persons who were employed on census day or who were unemployed during the week prior to May 14, 1996, but who had worked at sometime since January 1, 1995.

Geocoding

Geocoding is a technique used to geographically code and link census households to small geographical units such as block-faces, EAs.

Postal Code

The postal code is a six-character alphanumeric code (ANA NAN) defined and maintained by Canada Post Corporation to process mail. The first character of a postal code represents a portion of a province or territory in alphabetic sequence from east to west across Canada.

Place of Work Status

Worked at home

Persons who live and work at the same physical location, such as farmers, teleworkers.

Worked outside Canada

Persons who worked outside Canada on Census day. This most often applies to foreign diplomats, armed forces personnel and "non-military" Canadians who hold jobs in other countries.

No fixed workplace address

Persons who do not necessarily commute to the same location at the beginning of each work shift, such as tradespeople, construction workers and delivery personnel.

Worked at the address specified below

Persons who commute to an employer's address most of the time. This applies to most of Canada's experienced labour force. These respondents are instructed to write in a complete civic address, though street intersections and/or building names are accepted.

Reference File Record

A reference file record is a line/row of information/components such as firm name, street address, postal code, etc. which are included on one of the five reference files. A reference file record is matched to write-in responses provided by census respondents in order to code census respondents to small geographic units (geocoding).

Response

A response is the information provided by census respondents to a Statistics Canada question on the Census Form. Each response is matched to one reference file record.

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